

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 305	Page: 1	of: 2
Title: Individual Tuition Reimbursement Requirements		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. Both BLS and ALS students are eligible for this funding.
- B. Individual reimbursement is provided for expenses incurred by students who attend initial certification programs.
- C. Reimbursement will be awarded based upon tuition expenses incurred by the student (minus grants and scholarships) up to the maximum amount defined in EMSTF program.
 - 1. Funding for individual tuition reimbursement is determined by OEMS based upon the EMSTF tuition award formula:
 - a. There are two different funding levels:
 - i. Non-ALSTF funded initial programs
 - ii. ALSTF funded initial programs
 - 2. All awards are subject to funding availability and are evaluated in the order received.
- D. Individual requests for tuition reimbursement require that the applicant:
 - a. be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. submit a completed Emergency Medical Services Training Fund Individual Tuition Reimbursement Application. Incomplete applications will be returned.
 - d. be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a Letter confirming agency affiliation on agency letterhead signed by the Agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.

- e. ensure the submitted application is postmarked to the Virginia Office of EMS within 180 days of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
- E. If the applicant is found to have submitted falsified records or to have distorted, forged or misrepresented information to the Office, the Office will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.
- F. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.
- G. Reimbursement will be awarded based upon tuition expenses incurred by the student up to the maximum amount defined in EMSTF program.
- H. Individual Tuition Reimbursement from an EMSTF supported program.
 - a. The applicant must be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. The applicant must submit a completed Emergency Medical Services Training Fund Individual Tuition Reimbursement Application.
 - i. Incomplete applications will be returned.
 - ii. Applicants must supply documentation verifying that there were tuition expenses incurred on their part. Acceptable forms of documentation may include:
 - (a) An invoice/bill from the college, training institution or instructor, or
 - (b) Copies of any cancelled checks paid to the college, training institution or instructor, or
 - (c) Credit card receipt of funds paid to the college, training institution or instructor.

- d. The applicant must be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a letter confirming agency affiliation on agency letterhead signed by the agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.
- e. The application must be mailed to the Virginia Office of EMS and postmarked within 180 days of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
- f. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
- g. All awards are subject to funding availability and are evaluated in the order received.
- I. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS has the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.